

NUTRITION SERVICES COORDINATOR

JOB TITLE: Nutrition Services Coordinator

GRADE: 20

JOB CODE: 2502

DATE: 11/8/95

REVISED: 03/11/03

GENERAL FUNCTION: Under administrative direction of the Director of the health department or other appropriate supervisor provides nutrition counseling and education services for patients/clients being served by the agency and spends at least 50% of time in supervising the work of nutritionists and related staff and performs administrative activities as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Coordinates and schedules nutrition staff to provide appropriate nutrition services based on the needs of individual patients, special program clinics, and home visits.

Conducts and/or arranges for nutrition education programs as requested by community agencies with groups and organizations.

Plans for and conducts in-service department educational programs on nutrition related topics; attends workshops and conferences to maintain up-to-date information on nutrition related information, changes in program standards, regulations and policies.

Supervises staff and evaluates their performance.

Plans and supervises public health nutrition field experience for students.

Develops and evaluates program plans for nutrition programs such as WIC, MCH; submits quarterly reports to director and state officials.

Provides individual and group nutrition education to patients of the health department, including but not limited to high risk, WIC clients, CHC, and prenatal. Plans specialized therapeutic diets.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Incumbent would directly supervise professional nutrition staff and related supportive staff assigned.

JOB TITLE: Nutrition Services Coordinator (Cont'd)

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JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of human nutrition and its relationship to health and disease.

Knowledge of the field of nutrition as it relates to public health practices.

Knowledge of social, cultural, and economic factors of individuals and families as they apply to public health nutrition.

Knowledge of research methods as applied to public health nutrition.

Knowledge of organization, content, and goals of the public health program.

Knowledge of principles of consultation.

Ability to analyze and evaluate nutrition data.

Ability to prepare acceptable materials for use by communication media.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and written.

Ability to plan and organize work effectively and independently.

Minimum Education, Training, and Experience Requirements: Graduate of an accredited college or university with a Bachelors Degree, be a licensed dietitian (L. D.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.021) or be a certified nutritionist (C.N.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.031) and three (3) years of professional experience in a health care facility with one (1) year in consultation or a supervisory capacity.

A masters degree in community nutrition, public health nutrition or related field may substitute for one (1) year of experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.